

## **CITY OF BURBANK**

### **ELECTRICAL ENGINEERING ASSOCIATE**

#### **DEFINITION**

Under direction, to perform professional electrical engineering work in the planning, design or operation of an electric utility; to be responsible for electrical engineering projects; to direct the work of employees; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Applies guidelines given by an electrical engineering group leader to project planning, design, and cost estimation; confers with electrical contractors, and consulting engineers; prepares or directs preparation and checking of construction drawings, specifications and materials lists for electric generation, transmission and distribution facilities; performs system load flow, stability and short circuit studies; prepares difficult calculations for transmission and distribution system relay settings and voltage regulation problems; performs studies of alternative approaches to the additions to electrical power system; forecasts electric system load; directs the preparation of data for reports to governmental and industrial agencies; supervises, trains, evaluates professional and technical electrical engineering personnel; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - electrical engineering principles and practices; electric utility distribution systems and equipment.
- Skill in - drafting and engineering related drawing.
- Ability to - design and lay out electrical engineering plans and programs; prepare and interpret electrical plans, specifications and wiring diagrams; plan and supervise the work of professional and technical personnel; prepare reports and studies relating to electrical engineering problems; make accurate computations in the electrical engineering fields; utilize computers in the performance of complex calculations; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** A B.S. Degree in Electrical Engineering from an accredited college or university in electrical engineering and two years of professional engineering experience at the level of Electrical Engineering Assistant or equivalent. Proficiency in AutoCAD is desirable. Note: A Bachelor's Degree in an engineering or science field other than electrical, but with upper class or professional level course work in electrical engineering, may be qualifying. Registration as an Electrical Engineer in the State of California may be substituted for the education requirement.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment; registration as an Electrical Engineer in California is desirable.

#### **SUPPLEMENTAL INFORMATION**

None.